Faculty Led Study Abroad Recommendation

This recommendation form must be completed in its entirety and approved by your Chair and your Dean. The Dean reviews all study abroad proposals and makes the approval/disapproval recommendation to International Education & Engagement (IEE) for the program to be developed. The criteria used by the Chair and Dean may include: academic merit, strategic objectives of the department/college, likelihood of sufficient enrollment and diversity of program array within the University and College.

Approved recommendations should be forwarded to International Education & Engagement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Term to be offered | Proposals due to Chair | Proposal due to Dean | IEE Deadline | Submitted to IEC by: |
| Summer Term | April 1 | May 1 | August 1 | August 31 |
| Winter Term & Spring Break | September 1 | October 1 | January 15 | January 31 |

Once approval recommendations are made by the department and college/school, IEE will work with the faculty leader(s) to develop the program. The academic components of the program will be submitted to the International Education Committee for final program approval.

## **Course Information**

Course Name & Number and Program Title:

Is this a new course?  Yes  No If yes, has UCC approved?  Yes  No

Has this course been taught abroad before?  Yes  No If yes, by whom and what year?

Is this course cross-listed? No Yes, list department:

If yes, have you contacted the cross-listed department?  Yes  No

Instructor(s):

Credit Hours: 1 2 3 4 5 6 Other, please explain:

Year to be offered:       Term: Winter Term Summer Spring Break

Prerequisite requirements: No Yes, describe:

Maximum Enrollment Limit:      \* Proposed Minimum Enrollment:        
***\*Final enrollment will be confirmed by IEE during the budget process.***  
**Travel Information**  
U.S. Departure Date:       U.S. Return Date:

Cities/Destinations/Countries to be visited during program:

Will you be flying with students or meeting them in the destination abroad?   
 Will fly with students  Will meet students abroad, in

Will you bring a dependent (i.e. child, spouse or partner)?  No  Yes, please list:

## **Additional Materials**

I have attached a course syllabus from the last time it was taught on campus or abroad. OR

I have attached a rough draft outline of the expected course outcomes, tentative itinerary, activities and excursions, readings, etc.

I have taught this course abroad previously and have attached a post program assessment.

I have **not** taught this course abroad but it has been taught abroad by a colleague in my department and I have attached their post program assessment.

**Authorizations**  
Proposal prepared by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature Print & Title Date  
  
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Signature Print & Title Date

**Academic Department Chair(s)**Approved Denied

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Signature Print & Title Date

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Signature Print & Title Date

**Chair: Please list all other known faculty led study abroad program proposals being developed by your department for the same academic year & term:**

**College/School Dean(s)**Approved Denied

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Signature Print & Title Date

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Signature Print & Title Date

**Process**  
Pending approval, your Dean should forward this to the IEE director. IEE will then contact you with next steps for planning your faculty led study abroad program. Final program proposals will be submitted to IEC by the deadlines listed on this form. If you have any questions about this form or this process, please contact International Education & Engagement at 608-785-8016.